

# PARALEGAL STUDIES MINOR

## Overview

The Paralegal Studies minor offered by Roosevelt's Paralegal Studies Program is an American Bar Association-approved program option. The curriculum, which stresses critical thinking and includes practical training in legal concepts, applies to almost any discipline. Students who complete the minor as part of their bachelor's degree will also be awarded a Paralegal Certificate. They will be qualified for entry-level paralegal positions and will be able to utilize the career development services provided by the paralegal studies program. Paralegals are professionals who are qualified through education, training and work experience to perform essential legal work. They work with attorneys to provide economical, quality legal services and to make legal services more available to the general public. Paralegals may not provide legal services directly to the public, except as permitted by law.

## Program Goals and Objectives

The goal of the program is to provide education and training that prepares students for the paralegal profession. The following objectives support this goal.

1. Understand the basic concepts of substantive and procedural law including the operation of the legal system and the theory of law.
2. Be able to work competently as a paralegal under the supervision of an attorney, including proficiency in using legal technology and software.
3. Understand the ethical obligations of a paralegal.
4. Contribute to the advancement of the paralegal profession.

## Faculty

Paralegal Studies courses are taught by legal professionals, including adjunct instructors and one full-time faculty member. The faculty have many years of experience in their field and in teaching for the paralegal program. They include practicing attorneys and a Cook County Circuit Court Judge.

## Advising

Students must complete 60 credit hours of course work prior to enrolling in the Paralegal Studies minor courses except PARA 301, which can be taken once students have completed the university writing requirement. It is recommended that students have a 2.5 or higher grade point average prior to enrolling in the Paralegal Studies minor courses. Students with a grade point average lower than 2.5 should contact Carrie Lausen (clausen@roosevelt.edu), the Paralegal Studies Program Director before beginning the minor.

American Bar Association Guidelines require that students must take at least nine semester credits or the equivalent of legal specialty courses (Roosevelt's 300-level paralegal courses) through synchronous instruction. Paralegal courses are offered in various delivery formats, including on-campus, online (asynchronous), and in "hybrid" mode (combining synchronous Zoom meetings and online interactions). Students should be mindful of the number of synchronous classroom instruction hours when choosing their courses. Three courses in the program offer fully online or asynchronous sections (Ethics & Professionalism, Civil Law and Commercial Law). Students are advised

to take no more than two of these three courses in a fully online (asynchronous) format.

Students should consult with the program director, Carrie Lausen (clausen@roosevelt.edu) or assistant director, Chanita Britton (cbritton01@roosevelt.edu) for any questions regarding the synchronous classroom instruction requirement or for assistance in selecting their courses. The minor will not be approved if the courses selected do not meet the required hours of synchronous instruction.

## Prerequisites

Students must complete 60 credit hours of course work prior to enrolling in the 300-level paralegal studies minor courses with the exception of PARA 301, which can be taken once students have completed the university writing requirement. It is recommended that students have a 2.5 or higher grade point average prior to enrolling in the Paralegal Studies minor courses. Students with a grade point average lower than 2.5 should contact Carrie Lausen (clausen@roosevelt.edu), the Paralegal Studies Program Director, before beginning the minor.

## Requirements

Seven courses (21 credit hours) are required for the Paralegal Studies minor. All courses for the minor must be completed with a grade of C or better and a minimum GPA of 2.0.

Code	Title	Credit Hours
Students must take the following six courses:		18
PARA 301	ETHICS & PROFESSIONALISM	
PARA 302	LEGAL RESEARCH	
PARA 303	CIVIL LAW	
PARA 304	LITIGATION I	
PARA 305	COMMERCIAL LAW	
PARA 325	LEGAL WRITING	
Students may choose one of the following for their final course:		3
PARA 306	ADVANCED LITIGATION AND E-DISCOVERY	
PARA 309	REAL ESTATE	
PARA 319	INTELLECTUAL PROPERTY	
PARA 327	CORPORATIONS AND LLC LAW	
PARA 329	LEGAL TECHNOLOGY	
PARA 330	PARALEGAL INTERNSHIP	
PARA 332	LABOR AND EMPLOYMENT LAW	
PARA 335	IMMIGRATION LAW	
<b>Total Credit Hours</b>		<b>21</b>

## Transfer of Paralegal Courses

Students will be allowed to transfer in a maximum of six credit hours of paralegal courses from other ABA-approved paralegal programs (with a grade of C or better) that are no more than 6 years old.

## Credit for Past Paralegal Courses

Paralegal courses taken more than six years ago cannot be counted toward the Paralegal Studies Minor requirements.